

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WtWB02-23

Date: December 20, 2002  
Expiration Date: 12/31/02  
69:130:lh:6585

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING  
DECEMBER 31, 2002

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW expenditure reports for the period ending December 31, 2002, are due to the Financial Management Unit (FMU) no later than, January 20, 2003, and must be submitted in accordance with the line-item instructions contained in WtW Directive WtWD02-2. The WtW Summary of Expenditure reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided. Expenditures must be reported by Year of Allocation (YOA) and Grant Code (GC), e.g., 800 and 801, on separate WtW Summary of Expenditures reports.

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly expenditure reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business January 20, 2003.

Subgrantees without access to the JTA system must submit signed quarterly reports by mail or fax no later than close of business January 20, 2003. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 654-9586. The WtW Directive [WtWD02-2](#), *Quarterly Expenditure Reporting Requirements*, dated March 5, 2002, contains the WtW Summary of Expenditures Form and Line-Item Instructions.

### **SPECIAL REQUIREMENTS – Filing WtW “Closeout” Expenditure Reports**

Expenditure reports that reflect **all** allocations in a master subgrant or stand-alone contract have been fully spent must be marked as closeout reports by indicating “C” in Section I, Line 6. Closeout reports are due 60 days after the expiration of fund availability, or 60 days after all grant funds within the master subgrant have been expended, whichever comes first. Both 85 percent and 15 percent WtW subgrantees are required to submit a closeout package in accordance with the instructions contained in the WtW Directive [WtWD02-3](#), *WtW Grant Program Closeout Guide*, dated March 8, 2002.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman  
Welfare-to-Work Closeout Desk  
Financial Management Unit  
Workforce Investment Division, MIC 69  
P.O. Box 826880  
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues or this bulletin should be directed to Martha Overman at (916) 657-2744.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division